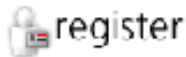


CareerLink Job Posting Instructions

If you have previously listed positions with the ASU Career Center, you may have an account established that you have not accessed before. Click on the "forgot password" and you can get a new password emailed to you. Once you receive this, use your email address as your username, then enter your password to access your account. If you do NOT receive an email response from the "forgot password" prompt, contact our office at 706-737-1604 to trouble-shoot access.



[Previous](#) | [Done](#) | [✖ Cancel](#)

* INDICATES A REQUIRED FIELD

Position Information

You can select more than one.

- Position Type*:
- Full-Time Position - Requires a Degree
 - Full-Time Position - No Degree Required
 - Part Time Openings
 - Student Assistant Positions on Campus
 - Federal Work Study Eligible Positions
 - Graduate Assistant (on-campus)
 - Paid Internships and Co-op Listings
 - Temporary or Seasonal Positions
 - Unpaid Internships & Volunteer Work

Select Student Assistant Positions on Campus or Federal Work Study Eligible Positions. If you are an off-campus employer, you should never Student Assistant Positions. HOWEVER, if you are interested in hiring for any of the other position types, you may do so.

Do you want your contact information displayed to students?*

Click here if you want your name, address, phone number, etc. displayed to students.

"Yes" will hide employer name AND contact information from students.

BLIND POSTING*: yes no

Click "NO" so that students will know to which department/organization they are applying.

Job Title*:

TIP: If the job is local, put Augusta, GA. Most students keyword search on "Augusta" to find local work in this system. You can always indicate the specific town in your job description (Evans, GA or North Augusta, SC)

Create a Job Title. This should be a brief description of their job. For example, Lab Assistant or Office Helper, Tutor.

Location*:

Nation Wide*

yes no

City*

Enter the City

State*

Enter the State

Country*

Enter the Country

You can select more than one if needed.

Job Function*:

Job Description*:

Approximate Hours Per Week:

Education, skills and/or competencies required

Qualifications*:

TIP: Stating a salary range or hourly range yields the best response from prospects.

Salary Level*:

TIP: DIRECT to your email is the quickest way to receive applicant resumes. ACCUMULATE ONLINE requires you to enter your account to review the directly to your email address. Use "OTHER" when directing candidates to apply via a company website for an appointment.

Resume Receipt*: E-mail Accumulate Online Other (enter below)

(Job announcement will be posted on this date.)

Posting Date*:

CAUTION: Jobs cannot be posted for longer than one month at a time.

Expiration Date*:

We are an Equal Opportunity/Affirmative Action Employer. By using this service, we agree to inform the ASU Career Center of any hires obtained through this resource to facilitate the documentation of student/graduate employment for ASU.*:

Detailed job announcement, company information, etc.

Attachment(s) (Optional):

You'll be given options on the type of functions for this job. For example, Computer/Technology, Healthcare/ Mental Health.

If you want the student to begin working for a future semester, please indicate so at the beginning of the Job Description. For example; it's summer now, and you are posting a job for fall semester. Write "FALL SEMESTER START" or something similar so the student knows the job will not begin until then.

Student employees can work no more than 25 hours per week when classes are in session.

If you are hiring FWS students only, you should mention here that they must provide you with a copy of their FWS Award Letter.

Enter hourly pay rate.

If you select "E-mail", students can send their resumes to you directly via email. If you select "Other", a box will appear above this section to allow you to tell students how you wish to apply. You CAN choose both.

Be sure to click this box.

DO NOT COMPLETE BELOW THIS POINT

Requisition #:


CAUTION: Some will assume your position is filled if it is still posted long after the desired start date.

Desired Start Date:

State only if this is a temporary position

Duration:

Travel Percentage:

 You will see a button on the actual website that reads "Done". Click this button when you are finished with your posting and ready to submit the job.